

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date	
Employee Name	Division Forensic Services Division			
Position No / Agency-Unit-Class-Serial 461-443-7620-001	Unit Community Forensic Partnerships			
Class Title Consulting Psychologist	Location Sacramento			
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID	Work Week Group:	Pay Differential	Other
<p>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the general direction of the Health Program Manager III (HPM III), the Consulting Psychologist provides clinical and operational oversight of the Community-Based Restoration (CBR) programs. The Consulting Psychologist serves as the clinical liaison between the programs, county courts, and the Department's Forensic Services Division, Patient Management Unit, and Legal Services Division. Statewide travel will be required.</p> <p>Must pass Live Scan (fingerprint) background check from Department of Justice (DOJ).</p>				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).			
35%	Serves as clinical lead in the development, negotiation, and implementation of all new county and third-party provider Community-Based Restoration programs. Duties include, but are not limited to, providing consultation and technical assistance to counties and other parties developing CBR programs, developing clinical standards and best practices for CBR programs, developing and maintaining policies and procedures, developing and maintaining monitoring tools, and developing program evaluation plans. Develops standardized procedures for site visits and formal program reviews.			
15%	Monitors the clinical and administrative performance of all CBR programs and identifies trends and areas for continuous quality improvement. Provides consultation, training, and technical assistance to programs regarding the expected standards of operation. Serves as the lead for the organization and preparation of routine site visits and formal program reviews. Travels to the programs to perform routine site visits on a quarterly basis and formal program reviews on a biannual basis, or more frequently as needed, to ensure program compliance with departmental policies and procedures. Monitors and conducts peer reviews of each program's clinical treatment, assessment, and administrative operations. Documents all findings in post-visit and post-review reports. Gathers and utilizes data to support findings of program deficiencies. Develops corrective action plans and recommendations that may improve cost-effectiveness and adherence to departmental policies and procedures and applicable state and federal laws. Continually follows up with program staff to			

	ensure the corrective action plans are implemented and identified deficiencies are resolved.
15%	<p>The incumbent will develop and apply extensive knowledge of the full scope of community restoration services including, but not limited to, providing consultation on the variations between county programs with an emphasis on service, fiscal and resource data.</p> <p>In collaboration with the Clinical Operations Senior Psychologist, Supervisor, the incumbent will recommend and implement policy development involving forensic mental health services including inter-agency collaboration, consultation, and education. The incumbent will develop and maintain working relationships with external stakeholders including, but not limited to, county representatives, the Council on Criminal Justice and Behavioral Health, Mental Health Services Oversight and Accountability Commission, the Department of Health Care Services, the Council of State Governments (CSG), the Judicial Council, and county associations. Represent the Department on the CSG Justice Center's Stepping Up Partners workgroup, at state and national conferences, and other internal and external workgroups as required. Represent HPM III in meetings and committees in HPM III's absence.</p>
10%	Serves as the clinical liaison between the programs and the Department's Forensic Services Division, Patient Management Unit, and Legal Services Division. Regularly reports oversight observations and findings and updates on program operations.
10%	Assists the Department's Patient Management Unit as the clinical liaison between the programs and the county courts. Provides case consultation and technical assistance to county courts as needed on the Incompetent to Stand Trial (IST) referral process. Identifies and helps prevent barriers to the timely placement of IST defendants in the programs.
10%	<p>Assist HPM III with the development of caseload estimates for the CBR program including, but not limited to, providing clinical review of any new program proposals or proposals to change current programming. Identify necessary clinical resources and other issues. Assist with responses to clinical questions from the Department's Budget Management Branch, Director's Office, California Health and Human Services Agency, Department of Finance, Legislative Analyst's Office and/or other interested stakeholders.</p> <p>Respond to high-level policy issues and communicate and present ideas, recommendations, and information effectively both orally and in writing, including presentations to executive management and control agencies.</p>
5%	<p>Reviews Special Incident Reports (SIRs) makes recommendations regarding the program's incident trends and conducts follow-up reviews to monitor program adjustments in response to incidents.</p> <p>Performs other Consulting Psychologist duties as required.</p>

Other Information	<p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials that may be graphic in nature and is expected to maintain confidentiality at all times.</p> <p>The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <p>The majority of the essential functions of this position may be performed via telework and/or flexible scheduling in accordance with DSH PD 5338. Although the ability may be granted, incumbent must be available to report to in-person mandated trainings and essential meetings.</p> <p>Incumbent must comply with Government Code Chapter 3 State Employee Telecommuting Program [14200-14203] (Chapter 3 added by Stats. 1990, Ch. 1389, Sec. 1.) that disallows California state employees to reside out of state while performing their work duties.</p> <p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p> <p>_____ Employee's Signature</p> <p>_____ Date</p> <p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <p>_____ Supervisor's Signature</p> <p>_____ Date</p>
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